

APPENDIX 1

1 INSTRUCTIONS FOR SUBMITTING PROPOSAL

1. Proposals shall be delivered to:

Sacramento Metropolitan Fire District
2101 Hurley Way
Sacramento, Ca 95825-3208
Attn: Charlotte Tilson
Board Clerk

2. To be considered, a response must be:
 - Received by the stated closing time, at the address specified in Instruction #1, above
 - Duly signed
3. Proposer must submit **six (6) copies** of its response, one (1) clearly marked “Original”, and the others clearly marked “Copy” **and one (1) CD** of the proposal in Microsoft Word format.
4. Proposer shall provide as much information, as possible, when replying to each point throughout the RFP and the Proposer must identify any specific provisions with which it is unwilling or unable to comply. Unwillingness or inability to comply with any specific provisions in the RFP may result in the Proposal being rejected.
5. A response submitted **must contain sufficient detail** to allow the Sacramento Metropolitan Fire District to determine the Proposer’s position from the documents received. Every effort should be made to include complete details of services to be provided.